



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 10/25/2012	<b>Interviewer:</b> Laura Langley	<b>RFA #12 – 35</b>
<b>Person(s) Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> On campus [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> Assistant Professor		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.)</b> Angry student		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐    Administrator ☐ Faculty ☒    Staff ☐ Student ☐  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐ Faculty ☐    Staff ☐ Student ☒

**Category:** *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
10/25/2012	LKL took call from [REDACTED]	<p>[REDACTED] is a new faculty member in the [REDACTED]. She received an email from a student who is an [REDACTED] major with a focus in [REDACTED]. The student is upset that [REDACTED] is using a textbook with an electronic component. [REDACTED] sees the e-component as rewarding for studying. [REDACTED] senses that the student wants the in-class lecture and book to mirror one another and that the student is struggling with the quantity of material. This student is not receiving an accommodation through DRS.</p> <p>[REDACTED] has spoken with [REDACTED], who thinks that however they move forward, another person needs to be involved in the conversation between [REDACTED] and the student.</p> <p>[REDACTED] did not identify any issue regarding a protected characteristic. She was comfortable with LKL talking with Michael Sledge about her concern.</p>
10/26/12	LKL t/c with Michael Sledge	Michael will help [REDACTED] work with the student. He will call EO again if an issue re: a protected characteristic surfaces.
10/26/12	LKL t/c to Kristina	[REDACTED] will call Michael.